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Chief, Planning and Review Staff, ORR

20 August 1959

Chief, Industrial Division, ORR

Comments on Draft "Transmission of Draft Report" Form

1. Attached is a draft of a "Transmission of Draft Report" form which the Industrial Division proposes to replace the draft form which you circulated for comments under your buckslip of 18 August 1959. At the onset it should be noted that any change in this transmittal form automatically calls for a revision of ERA Procedure No. 2, 15 September 1958, which in Attachment B prescribes the standard transmittal form for research projects.

2. It is our feeling that the transmittal form should represent a certification by the author of the report that he has performed the necessary steps in the preparation of the report - coordination, clearance of graphics, preparation of estimate cards, etc. - for which he has the initiative. Subjects which lie beyond his responsibility, for example whether the author's name should appear on the finished report, should not be included in this certification but reserved for branch or division chief comment. Accordingly, the attached proposed form contains only those items for which the author has the responsibility and includes a space for his signature. Branch and division chief concurrence or non-concurrence should take the form of endorsements, and spaces are provided for these endorsements at the bottom of the attached form. Comments should be attached on a separate sheet and the appropriate box so indicated.

3. Since ERA Procedure No. 2 calls for two transmittal forms to accompany three copies of the draft report, it is suggested that this be noted on the top of the transmittal form.

4. We shall be glad to discuss any of our proposed changes with you at your convenience.

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Attachment:

Proposed "Transmission of Draft Report" Form

Distribution:

Orig. and 1 - Addressee

1 - D/I Chrono

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